



PUBLIC NOTICE PROCEDURE

BACKGROUND

Applications for certain permits require a public notice package with the application for the purpose of notifying nearby property owners. This notice provides the nearby property owners with an opportunity to determine the impact of the application upon their property and to express their concerns, if any, to the County.

WHAT YOU MUST PROVIDE

A public notice package **MUST** contain **ALL** of the following items:

1. **San Diego County Assessor's Map(s)** showing the entire project site outlined in red with a green line encircling the property at a distance of 300 feet from the property line. Each parcel lying wholly or in part within the 300 feet shall have its number colored yellow with a "highlighter" pen or colored pencil. Assessor's Maps must be 11" x 17" (full size) and not reduced. For Agricultural Preserve application requirements refer to Form DPLU #263.
2. **Typed list of all affected property owners** (project site and parcels highlighted in yellow above) by Assessor's Parcel Number with name and address. NOTE: If there is more than one Assessor Parcel Number for the same owner, list all parcel numbers for that owner. The addressee **MUST** be the **PROPERTY OWNERS**, not the lessee or renter.
3. **Minimum twenty (20) different property owners** must be notified for the following applications: Major Use Permits and Modifications, Minor Use Permits, Specific Plans and Amendments, Tentative Maps, Tentative Parcel Maps, and Zone Reclassifications. Mailed notice shall be provided to the nearest 20 different property owners within one-half mile of the project site. If twenty different property owners cannot be found within one-half mile, the notice area shall be expanded until twenty property owners are available for notification. Assessor Maps and owners list are required for expanded notice area as per #1 and #2 above. (Board Policy I-49)
4. **One set of stamped (no postage meter allowed) and addressed (typed) 4 1/4" x 9 1/2" business size envelopes** for each property owner of the list. If a property owner has several parcels you need only submit one envelope with each set. No enclosed business cards are allowed. The Department of Planning and Land Use will provide RETURN ADDRESS at INTAKE. NOTE: Additional envelopes may be required during the processing of certain applications.

5. **One set of gummed labels** on 8 1/2" x 11" sheets containing the names and addresses of all property owners. These labels are necessary for a possible appeal. The names on these labels must match the names on the typed list.
6. **Complete Public Notice Certification (DPLU #514).** This form, signed by the applicant, certifies that the names and addresses submitted with the public notice package are from the latest adopted San Diego tax roll.
7. **Completed Supplemental Public Notice Certification (DPLU #299).** If the project is a Major Use Permit, Major Use Permit Modification, Minor Use Permit, Specific Plan, Specific Plan Amendment, Tentative Plan, Tentative Parcel Map, or Zone Reclassification, it may require notification of nearby apartments and mobile home parks in accordance with Board Policy I-49.

DPLU #299, Supplemental Public Notice Certification, **must be completed at intake** and, if necessary, notices posted by the applicant after the application is accepted. You should be aware that if any of this information is incorrect, the public hearing will be null and void, and the processing may be delayed.
8. **On-Site Posting** is required for Major Use Permits, Major Use Permit Modifications, Minor Use Permits, Specific Plans, Specific Plan Amendments, Tentative Maps, and Zone Reclassifications (Board Policy I-49). The notice to be posted will be given to you at intake.